

**MISSOURI ASSESSMENT PROGRAM
TEST COORDINATOR'S PACKET ADD/SHORT FORM
SPRING 2007**

This form is to be completed by the **School Test Coordinator**.

Use this form to notify District Test Coordinator that your school requires additional Test Coordinator Packet materials (see list below). It is important to consider the time required for processing and shipping your order. To ensure materials are delivered in time to meet MAP deadlines for schools please submit form to District Test Coordinator **no later than April 12**.

DISTRICT:

SCHOOL:

Contact Person:

Phone Number:

Email Address:

MISSING PACKET:

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Did not receive a School Test Coordinator Packet for:

ADDITIONAL PACKET MATERIALS:

QTY	DESCRIPTION
	Cover Letter May be photocopied
	School Group List May be photocopied
	Group Information Sheet (purple scannable sheet) DO NOT PHOTOCOPY
	Student Barcode Label Instruction Sheet May be photocopied
	Content Area Labels – Communication Arts (pink)
	Content Area Labels – Science (purple)
	Content Area Labels – Mathematics (yellow)
	Content Area Labels – Social Studies (blue)
	Unused Books Labels (black)
	Test Coordinator's Manual

MATERIALS AVAILABLE ELECTRONICALLY: The non-secure MAP materials that do not require scanning will be posted to the DESE website at <http://www.dese.mo.gov/divimprove/assess/ancillaries/>. The documents will be accessible and easy to download. Instructions for downloading a PDF are posted on the DESE website for your convenience.